

Terminating a Notary Commission

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transaction Types	Fee-Free Transaction Types
• Renewal/Recall	• All State Governmental Agencies
• Address Change (Without County)	• Address Change (With County)
• Copy of Notary Seal/Commission	• Notarization of Court Records
• Renewal/Recall with Transaction ID	

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at [317]232-6552 or notary@sos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



Locating the Notary Homepage

On the Notary web page, select "2025 Online Notary Portal."



Step 1

Under "Other Actions," select "Notary."



Step 2

Enter either your commission number or First and Last Name if you have lost your commission number.



Step 3

Click the number for your active commission.



Step 4

Select "Terminate My Commission."



Step 5

Enter your driver license number (without dashes) and the last 4 digits of your Social Security number.



Step 6

Please provide a brief explanation for the termination of your commission.



Step 7

This page shows your termination was completed. Please save or print a copy for your records.



Contacting the Indiana Secretary of State's Office

Phone: [317] 232-6552

Email: notary@sos.in.gov

Mailing Address:
Business Services Division
322 W. Washington Street
Room E016
Indianapolis, IN 46204

Please view this Prezi in Full Screen mode.

Terminating a Notary Commission

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No Fee Transactions
<ul style="list-style-type: none"> • Name Change • Address Change (Different County) • Copy of Commission Certificate 	<ul style="list-style-type: none"> • Email Address Change • Address Change (Same County) • Renewal of Commission • Request commission with Transaction ID

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6532 or notary@sos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."



Step 1

Under "Other Actions," select "Revise."



Step 2

Enter either your commission number or First and Last Name if you have lost your commission number.



Step 3

Click the number for your notary commission.



Step 4

Select "Terminate My Commission."



Step 5

Enter your driver license number (without dashes) and the last 4 digits of your Social Security number.



Step 6

Please provide a brief explanation for the termination of your commission.



Step 7

This page shows your termination was completed. Please save or print a copy for your records.



Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

Please view this Prezi in Full Screen mode.

Before You Start...

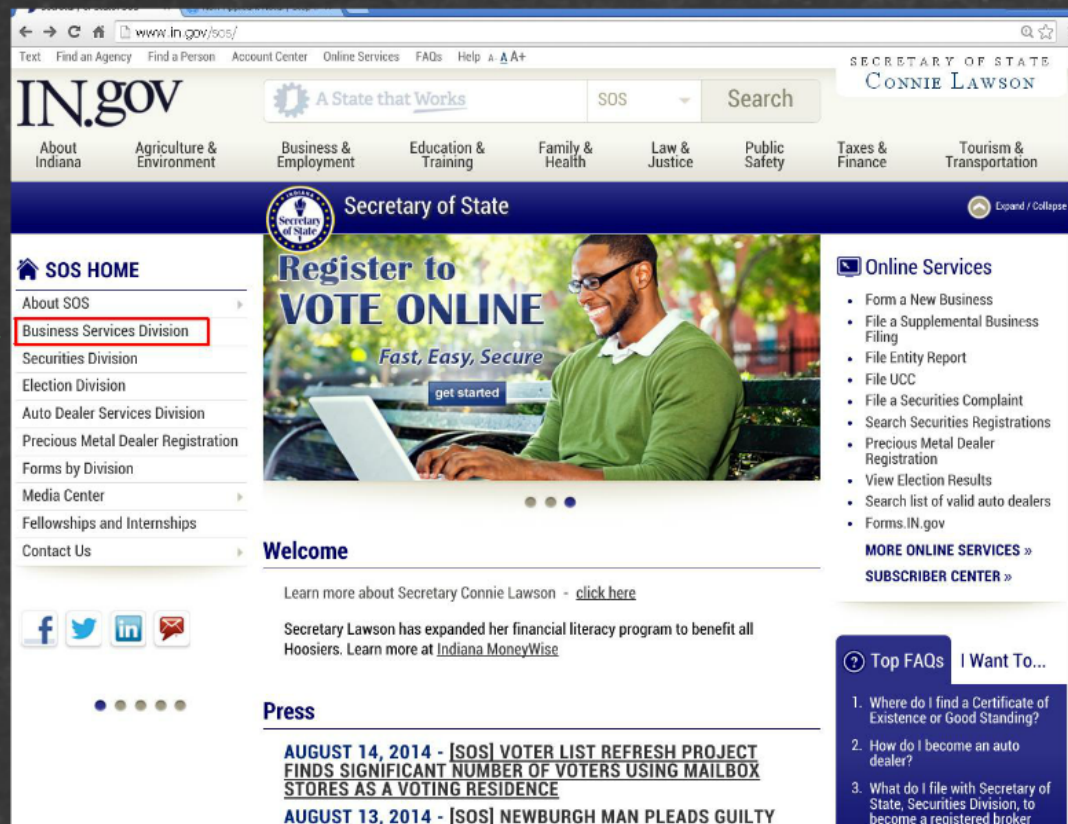
Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No-Fee Transactions
<ul style="list-style-type: none">• Name Change• Address Change (Different County)• Copy of Commission Certificate	<ul style="list-style-type: none">• E-mail Address Change• Address Change (Same County)• Termination of commission• Reprint commission with Transaction ID

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6532 or notary@sos.in.gov.

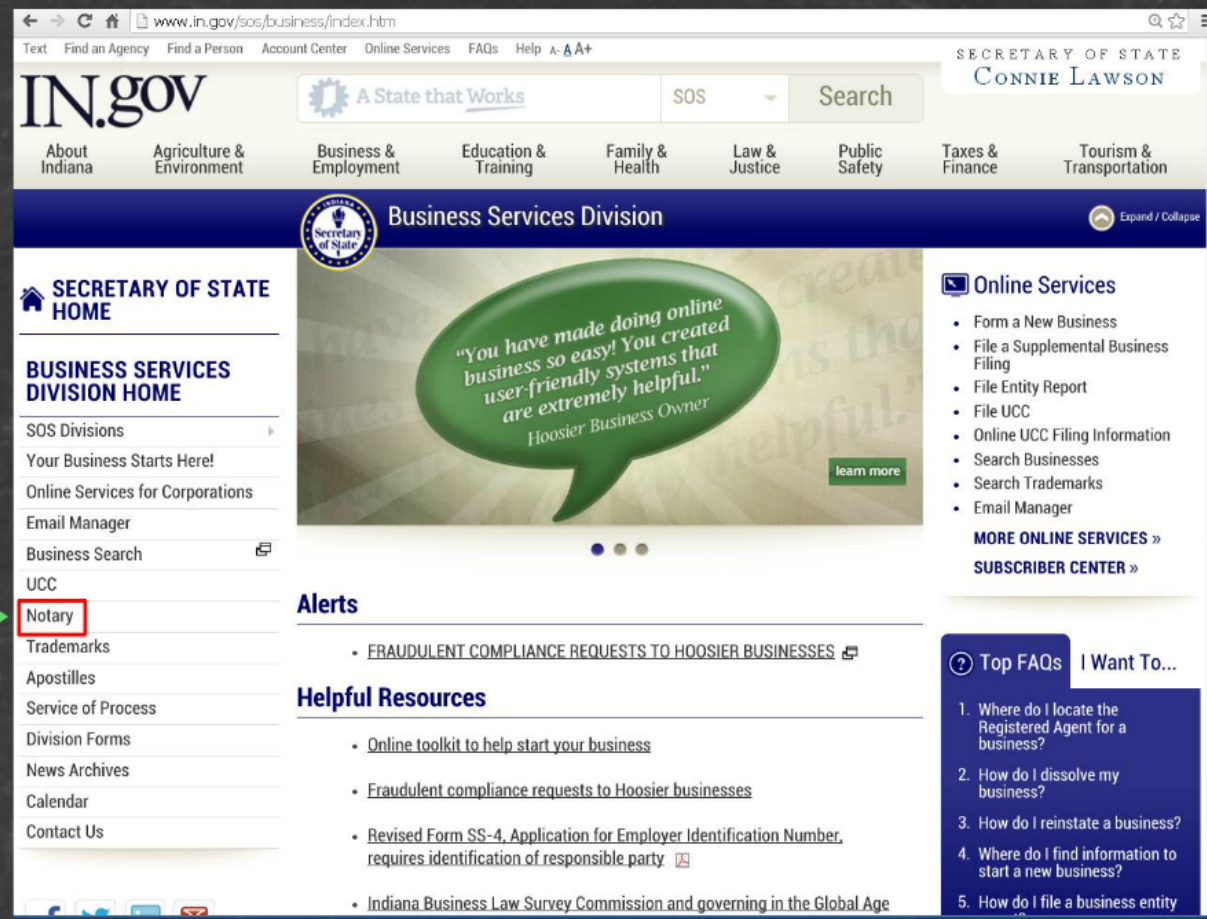
Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



The screenshot shows the IN.gov website's Business Services Division homepage. A green arrow points to the 'Notary' link in the left sidebar. The sidebar also includes links for 'UCC', 'Trademarks', 'Apostilles', 'Service of Process', 'Division Forms', 'News Archives', 'Calendar', and 'Contact Us'. The main content area features a banner with a quote from a Hoosier Business Owner, a list of online services, and sections for alerts and helpful resources.

IN.gov A State that Works SOS Search

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ SECRETARY OF STATE CONNIE LAWSON

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions

Your Business Starts Here!

Online Services for Corporations

Email Manager

Business Search

UCC

Notary

Trademarks

Apostilles

Service of Process

Division Forms

News Archives

Calendar

Contact Us

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Alerts

- [FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES](#)

Helpful Resources

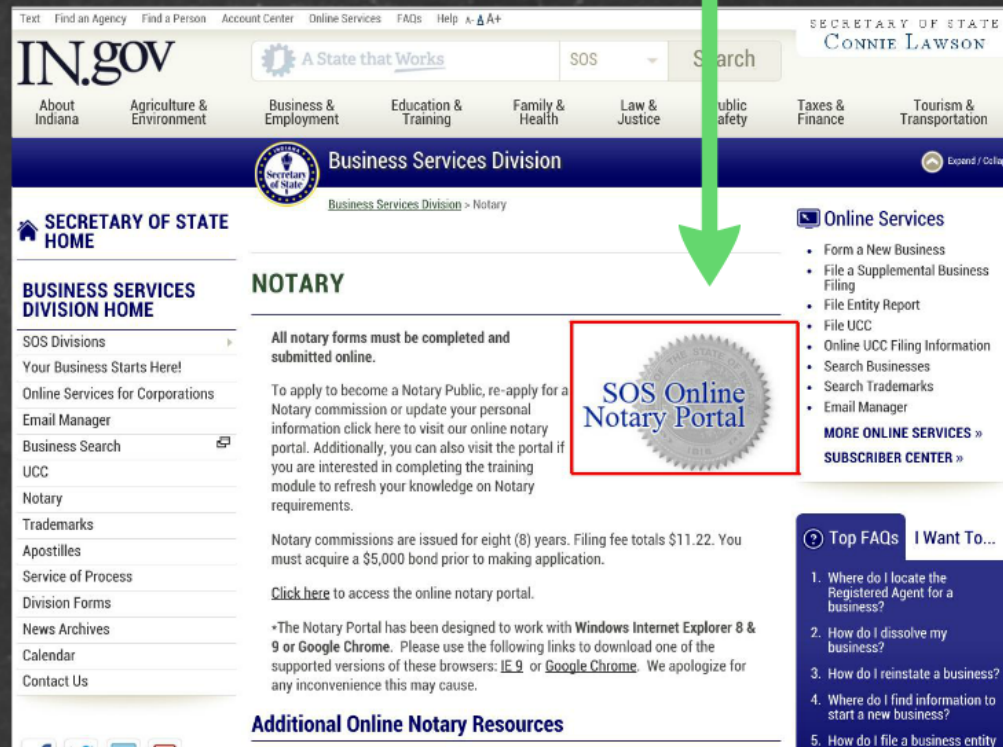
- [Online toolkit to help start your business](#)
- [Fraudulent compliance requests to Hoosier businesses](#)
- [Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party](#)
- [Indiana Business Law Survey Commission and governing in the Global Age](#)

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."



The screenshot shows the IN.gov website's Business Services Division Notary page. A green arrow points to the "SOS Online Notary Portal" link, which is highlighted with a red box. The page includes a navigation bar with links like "About Indiana", "Agriculture & Environment", "Business & Employment", "Education & Training", "Family & Health", "Law & Justice", "Public Safety", "Taxes & Finance", and "Tourism & Transportation". The main content area is titled "NOTARY" and contains information about applying for a Notary Public, including a link to the online portal and a list of supported browsers. A sidebar on the left lists various business services, and a right sidebar lists online services and FAQs.

Text: Find an Agency Find a Person Account Center Online Services FAQs Help A A+ A+

IN.gov A State that Works SOS Search

SECRETARY OF STATE CONNIE LAWSON

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division

Business Services Division > Notary

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions

Your Business Starts Here!

Online Services for Corporations

Email Manager

Business Search

UCC

Notary

Trademarks

Apostilles

Service of Process

Division Forms

News Archives

Calendar

Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

[Click here](#) to access the online notary portal.

*The Notary Portal has been designed to work with Windows Internet Explorer 8 & 9 or Google Chrome. Please use the following links to download one of the supported versions of these browsers: [IE 9](#) or [Google Chrome](#). We apologize for any inconvenience this may cause.

Additional Online Notary Resources

SOS Online Notary Portal

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Step 1

Under "Other Actions," select "Revise."

The screenshot shows the Indiana Notary Public website. The header includes the IN.gov logo, the title 'Notary Public', and the Indiana Secretary of State's name, Connie Lawson. A navigation menu on the left lists various resources. The main content area features a message from the Secretary of State's office and three primary action buttons: '1 Start' (with a sub-option '> apply'), '2 Resume' (with a sub-option '> login'), and '3 Other Actions'. The '3 Other Actions' menu is expanded, showing options: '> search', '> revise' (highlighted with a green arrow), '> get a copy', '> training', '> register', and '> bulk upload'. The footer contains links to Home, SOS Home, Contact, FAQ, and Survey, along with a copyright notice for 2010.

State of Indiana [US] https://myweb.in.gov/SOS/notaryapp/

IN.gov **Notary Public** *Indiana Secretary of State*
CONNIE LAWSON

> before you begin

- ✓ To become a Notary, an individual must ([What's This?](#))
- ✓ Determine the type of bond to provide. ([What's This?](#))
- ✓ Payment information. ([What's This?](#))
- ✓ Functions of a Notary. ([What's This?](#))
- ✓ Official Notary Guide. ([What's This?](#))
- ✓ Frequently asked questions. ([What's This?](#))
- ✓ Other Resources. ([What's This?](#))

Adobe Reader Required

The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.

1 Start
> apply
Become a Notary Public

2 Resume
> login
Resume your transaction with your Transaction ID and E-mail Address or PIN

3 Other Actions

- > search**
Search for notaries
- > revise**
Revise your commission
- > get a copy**
Get a copy of your commission certificate
- > training**
Perform notary training
- > register**
Register to apply via a service company
- > bulk upload**
Upload a batch of notary applicants

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.

Thank you for using Online Notary!


Home | SOS Home | Contact | FAQ | Survey

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Step 2

Enter either your commission number **OR** First and Last Name if you have lost your commission number.



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Notary Search

Please find the commission you'd like to revise.

NOTARY SEARCH CRITERIA

Commission Number:

Notary Name Search Type: ☒ Full ☐ Partial ☐ Both

First Name:

Last Name:

Street:

City:


ZIP:


County:


Status:


Bond Type: ☐ Surety ☐ Freehold ☒ Both

Bond Issuer:

Commissions Issued Between: 



and 

Commissions Expiring Between: 

and 

Step 3

Click the number for your **active** commission.

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Notary Search Results

[Return To Search](#)[Export Results To Excel](#)


<u>Commission #</u>	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>County</u>	<u>Status</u>
<u>123456</u>	JOHN Q PUBLIC	123 MAIN ST.	INDIANAPOLIS	46204	MARION	Active

[Return To Search](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 4

Select "Terminate My Commission."

IN.gov**Notary Public***Indiana Secretary of State***CONNIE LAWSON**

Notary Detail

Commission Number: 123456
Name: JOHN Q PUBLIC
Commission Status: Active
Commission Date: 9/16/2014
Expiration Date: 9/15/2022
Home Address: 123 MAIN ST.
INDIANAPOLIS, IN 46204
Bonding Agent: ACME Insurance
County of Residence: Marion
Company Name: SECRETARY OF STATE
Company Address: 200 W. WASHINGTON ST.
INDIANAPOLIS, IN 46204

FEE TRANSACTIONS
Name Change
Address Change (Different County)
Get a Copy of my Commission Certificate

NO-FEE TRANSACTIONS
Address Change (Same County)
Change my E-mail Address
Terminate my Commission
Reprint Commission with Transaction ID

Return To Search

Return to Search Results

View History


Home | SOS Home | Contact | FAQ | Survey

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Step 5

Enter your driver license number (without dashes)
and the last 4 digits of your Social Security number.

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User Verification

You have selected a transaction that requires you to verify your identity with the Secretary of State's Notary Public office.

Please enter your Driver's License Number and the last four digits of your Social Security Number.

Indiana Driver's License Number:

Last 4 digits of your Social Security Number:

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Step 6

Please provide a brief explanation for the termination of your commission.

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Termination of Notary Public Commission[Log out »](#)

Commission Name:

JOHN Q PUBLIC

Commission Number:

123456

Expiration Date:

9/15/2022

County:

Marion

Termination Reason:

Terminate

Cancel

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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Step 7

This page shows your termination was completed.
Please save or print a copy for your records.

IN.gov

Notary Public

Indiana Secretary of State
CONNIE LAWSON



Termination Successful

[Log out »](#)

Commission Name: JOHN Q PUBLIC
Commission Number: 123456
Expiration Date: 9/15/2022
County: Marion
Termination Reason: Too much responsibility.

Your commission is now terminated. You may no longer notarize documents or perform the duties of a notary public. You will need to enter a new application should you wish to resume being a Notary Public.

[Return to Notary Home Page](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

Terminating a Notary Commission



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